



Program: Office Professional Certificate

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)
Program Code: CER_BOFP
CIP Code: 52.0201



SMART PATH

First Semester

| Course Code | Course Name | Credit Hours |
|-------------|----------------------------|--------------|
| ACC 101 | Fundamentals of Accounting | 3 |
| BTE 102 | Keyboarding Apps I | 2 |
| BTE 108 | Ten-Key by Touch | 1 |
| | Total | 6 |

Second Semester

| Course Code | Course Name | Credit Hours |
|-------------|---|--------------|
| ACC 245 | Computerized Accounting with a Professional Package | 3 |
| BUS 115 | Introduction to Business | 3 |
| CIS 118 | Intro to PC Applications | 3 |
| | Total | 9 |

Third Semester

| Course Code | Course Name | Credit Hours |
|-------------|--|--------------|
| BTE 225 | Office Management | 3 |
| BUS 217 | Business Communications & Report Writing | 3 |
| CIS 135 | Complete PC Word Processing | 3 |
| CIS 155 | PC Spreadsheets Concepts | 3 |
| | Total | 12 |

TOTAL: 27 credits